

REQUIREMENTS FOR
PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE
ARIZONA DEPARTMENT OF EDUCATION – CERTIFICATION UNIT

THE PRINCIPAL CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL, OR OTHERS WITH SIMILAR ADMINISTRATIVE DUTIES. ALL REQUIREMENTS FOR THE PRINCIPAL CERTIFICATE MUST BE MET. FEES ARE NOT REFUNDABLE. PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE CERTIFICATION DEPARTMENT OF ANY CHANGE OF ADDRESS WITHIN 30 DAYS. ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

➤ **PRINCIPAL, PREKINDERGARTEN – 12 CERTIFICATE**

The Principal Certificate is valid for 6 years and may be renewed.

Requirements for the Principal Certificate are:

1. A Master's or more advanced degree from an accredited institution. Official transcript(s) required.
 2. Option A or B:
 - Option A:
 1. **Three (3) years** of verified full-time teaching experience in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify teaching experience.)
 2. Completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses.
 3. A practicum as a principal or **2 years** of verified full-time experience as a principal or assistant principal in grades Prekindergarten – 12. (Please submit a letter on official letterhead from the District Superintendent or Personnel Director to verify experience.)
 - Option B:
 4. A valid principal certificate from another state.
 3. A passing score on the **Principal Administrator** portion of the Arizona Educator Proficiency Assessment.
 4. Verification of state approved Structured English Immersion (SEI) training. **Please see SEI requirements.**
Note: Individuals who hold a Full Bilingual or Full ESL endorsement are exempt from the SEI endorsement requirement. The requirements for a Provisional SEI endorsement may be waived for a period not to exceed one year for individuals who graduate from administrator or teacher preparation programs that are not approved by the Arizona State Board of Education and meet all other applicable certification requirements.
 5. A photocopy of your valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety (602) 223-2279.
- NOTE:** *If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution you have 3 years under a valid teaching certificate to fulfill the requirement.*
6. Arizona Constitution (a college course or the appropriate examination).
 7. U.S. Constitution (a college course or the appropriate examination).